

**Minutes
Windsor Town Council Meeting
Town Hall
September 10, 2019**

The Windsor Town Council met in regular session on September 10, 2019 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Newsome, Treasurer, Chief Riddle, and Fred Taylor, Town Attorney, were present.

Council members present: Durwood Scott
Greg Willis
Walter Bernacki
Kelly Blankenship
J. Randy Carr
George Stubbs

Councilman Bernacki led the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Desiree Urqhart, 22 Liberty Avenue, said she lives at the Windsor Manor Mobile Home Park, which has been owned and managed by Franklin Management Company since 2016. Ms. Urqhart reported that the mobile home park has no on-site manager as it did with the previous owner. She said when there are issues that need addressing in the mobile home park, residents have to call the Newport News office, which is closed the first six days of every month. She said residents have to wait for a return call and then wait for service, which may take days. She said residents get notices of rule violations by a roving inspector who doesn't take the time to assess the conditions. Ms. Urqhart also noted that ground rent is increased by \$25.00 every year, and the residents are not sure what they are getting in return for this rent.

Ms. Urqhart stated that she asked the owners two years ago to meet with residents to discuss concerns, and this meeting has not taken place. She also reported that her mother, who lives at 24 Liberty Avenue, has contacted News Channel 10 on Your Side to have them investigate the 120 residences out of 140 who received citations on August 13, 2019.

Ms. Urqhart requested that Town Council send a letter to Franklin Management letting them know that Council is aware of these concerns and to encourage Franklin Management to meet with the residents in a private forum to discuss these issues.

Mayor Willis thanked Ms. Urqhart for this information and said this issue will be discussed later on the agenda.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the August 13, 2019 Council meeting, the Police Chief's report, and the Planning and Zoning report. He asked if there were any questions or comments regarding the Consent Agenda.

Mayor Willis noted a correction on page 6 of the August 13, 2019 minutes changing the location of Christian Outreach from "Windsor" to "Smithfield."

Councilwoman Blankenship made a motion to adopt the Consent Agenda with the aforementioned correction. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. Newsome said the Treasurer's report for the month of August is before Council for review. She reported that she met with the accountant to complete the financial statements for the 2018/2019 audit. She said the auditor completed his fieldwork on August 27, 2019, and she continues to work with him to finalize the 2018/2019 audit. Ms. Newsome said the 2019 tax bills were finalized on September 6, 2019, and the tax bills will be mailed the beginning of October, 2019.

Ms. Newsome also reported that a \$7,500 payment is being paid each month towards the Windsor Town Center loan, and \$2,236 of that payment is an additional payment that is being applied to the principal of the loan. She also noted that the \$5,000 contribution has been made to the EDA.

Councilman Bernacki suggested paying the principal on the Town Center loan up-front which would save on interest being accumulated on the loan. Mr. Stallings said he would look into paying the principal up-front on the Town Center loan.

Ms. Newsome reviewed several larger disbursements on the Treasurer's report as requested by Council.

After further discussion, Councilman Bernacki made a motion to approve the Treasurer's report. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

Vice Mayor Scott reported that a citizen resubmitted a letter to the Town regarding the drainage issues near 28 Holland Drive. He said the Drainage Committee has met and will be meeting again on October 17, 2019 with a consultant to discuss the issue near 28 Holland Drive and other priority drainage issues within the Town.

Councilman Bernacki said it was reported to him that maintenance staff has been driving the Town's utility vehicle down Butler Avenue and Johnson Avenue several times a week, and it doesn't appear that they are stopping for any particular tasks. Mr. Stallings asked that the citizens report the time and day this occurs, and he can check with the Maintenance Supervisor to review their work schedule and tasks for that day.

Mayor Willis reported that he has reached out to the President of the Windsor Woman's Club a couple of times regarding their interest in possibly sponsoring the Residential Beautification Award that has been mentioned at previous meetings. He said he has not heard back from anyone at this time, but he will reach out again before the next Council meeting. He asked Councilman Bernacki to reach out to other localities to gather information on what they have done regarding this type of recognition and report back at the October 8, 2019 meeting.

Council continued to discuss Ms. Urqhart's concerns with Windsor Manor Mobile Home Park, which is owned and managed by Franklin Management Company. Council agreed by consensus to have Mr. Stallings reach out to Franklin Management Company to encourage them to meet with the residents to discuss their concerns. Mayor Willis said he would report back to Ms. Urqhart after he receives a report from Mr. Stallings regarding his conversation with Franklin Management Company.

Town Manager's Report

Car Tax Relief Ordinance

Mr. Stallings said as with previous years, Council needs to establish the car tax relief for calendar year 2019. He stated that the relief has been calculated for 2019 at 23.48%. He said he has attached an ordinance that will set 23.48% as the amount of the car tax relief for the 2019 calendar year.

Mr. Stallings recommended that Council adopt the enclosed ordinance.

Mayor Willis read the title of the ordinance as follows: "An ordinance establishing a personal property tax relief percentage of 23.48% for calendar year 2019 personal property tax bills."

Councilman Carr made a motion to adopt the ordinance entitled: An Ordinance Establishing A Personal Property Tax Relief Percentage Of 23.48% For Calendar Year 2019 Personal Property Tax Bills. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Board/Committee Member Requirements

Mr. Stallings said Council asked that he compile a list of requirements and desired qualities for the various boards and committees that it appoints. He reviewed a list of requirements from by-laws as well as qualities the existing members thought would be useful for the various appointed boards and committees.

Councilwoman Blankenship suggested that demographics be considered when appointing new members to boards and committees so that a broader section of the Town will be served.

Mr. Stallings said he would add demographics under the desired qualities/experience list.

Appropriation of Donated Funds

Mr. Stallings reported that the Windsor Police Department has recently received a donation in the amount of \$1,600 from the Western Tidewater Community Services Board to help cover the cost of sending one of the Town's police officers through Crisis Intervention Training.

Mr. Stallings recommended that Council adopt the enclosed resolution that would accept the grant and appropriate these donated funds into the Police Department's Training line item for the 2019-20 fiscal year.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$1,600 in donations into the General Fund Operating Budget and approving a budget amendment for Fiscal Year 2019-20."

After discussion, Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$1,600 In Donations Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2019-20. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Replacement Meter Reading Equipment

Mr. Stallings explained that back in August of 2018, Town Council authorized the purchase of new meter reading equipment in the amount of \$21,763. Only \$4,458 of these funds were spent before the end of the 2018-19 fiscal year.

Mr. Stallings recommended that Council adopt the enclosed resolution to appropriate \$17,305 from the unappropriated portion of the Water Fund's Fund Balance to complete this purchase.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$17,305 from the Unappropriated Fund Balance of the Water Fund to the 2019-20 Water Fund Operating Budget."

After discussion, Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$17,305 From The Unappropriated Fund Balance Of The Water Fund To The 2019-20 Water Fund Operating Budget. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Church Street Sidewalks

Mr. Stallings reported that in May of 2016, Town Council appropriated \$63,800 for the engineering work on the Church Street/Shiloh Drive sidewalks. He said at the end of the 2018-19 fiscal year, the unexpended portion of those fund in the amount of \$21,026.25 rolled into the General Fund Fund Balance.

Mr. Stallings recommended that Council adopt the enclosed resolution that appropriates these funds from the General Fund Fund Balance so that the engineering work can be completed on this project.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$21,026.25 from the Unappropriated Fund Balance of the General Fund to the 2019-20 General Fund Operating Budget."

Mr. Stallings reported that Isle of Wight County and VDOT are finalizing the invitation for bids, and the bids are anticipated to be due in October. He said the schedule is slightly delayed due to the permitting process. Mr. Stallings said a notice to proceed is anticipated to be issued by the end of the calendar year.

Vice Mayor Scott made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$21,026.25 From The Unappropriated Fund Balance Of The General Fund To The 2019-20 General Fund Operating Budget. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Action List

Mr. Stallings reviewed the Action List with Council. He also reviewed the utility costs and the total rentals associated with the Windsor Town Center. Councilwoman Blankenship suggested that the report show expenses and revenues solely for the fiscal year so it will show an accurate monthly financial statement for the Town Center.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council. Councilwoman Blankenship noted that the first of several Isle of Wight County Comprehensive Plan meetings will be held at the Windsor Town Center on September 11, 2019 from 3:30 p.m. to 5:00 p.m. and from 6:30 p.m. to 8:00 p.m.

Groundwater Withdrawal Permit

Mr. Stallings reported that an application was submitted in January, 2015 for the Town's Groundwater Withdrawal Permit from the Virginia Department of Environmental Quality (DEQ). He said the Town received a draft permit from DEQ in July of this year. He said he has reviewed the draft and solicited comments from Isle of Wight County, as well as staff. He said we are all in agreement that the proposed draft permit is acceptable and will allow the Town to supply water to customers for the 15 year life of the permit.

Mr. Stallings reviewed the draft permit and explained that it is a tiered permit that allows withdrawals to change based on certain trigger events. He reported that a public notice of this draft permit is being published by DEQ in the September 11, 2019 Smithfield Times, and the public comment period will end on October 11, 2019.

After further discussion, Mr. Stallings said he will keep Council updated as we near the end of this process.

Town Attorney's Report

None

Mayor's Report

Mayor Willis said a question regarding the Town's Annual Christmas Parade was brought to his attention earlier regarding whether the Town or Civic organizations have taken the responsibility to coordinate previous Christmas parades.

Mr. Stallings explained that Patty Flemming, former Council Member, coordinated the Christmas parades in the past. He said a theme was selected, and a registration form was filled out by participants and delivered to Town Hall or to Mrs. Flemming. He said the parade took place every first Saturday in December, and the Tree Lighting Ceremony, with a visit from Santa, followed at the Wesley F. Garris Park.

Councilman Greg Willis asked what involvement Town Staff has with the preparations of the Christmas parade.

Mr. Stallings explained that Town Staff sends out email notifications to previous participants, makes registration forms available online and at Town Hall, obtains the VDOT permit to close the roads, sends notifications to the residents who are affected by the road closures, provides police officers to close the roads during the parade, helps with the Tree Lighting Ceremony, and prepares thank you notes for the participants.

Mayor Willis said there is a great benefit in keeping with the theme of other activities that have taken place in the Town, such as the July 4th celebration, where it is a civic activity which is supported by the Town.

After further discussion, Mayor Willis said he would speak with individuals in the community to see if anyone is interested in providing leadership with coordinating the Christmas parade. He said he would report back to Council at the October 8, 2019 meeting for further discussion regarding this issue.

Economic Development Authority (EDA) Report

Vice Mayor Scott reported that the EDA met on September 3, 2019. He said the EDA has moved forward with marketing the two parcels located on the west side of Town. He said "For Sale" signs have been placed on these two parcels, and there has been some interest. Vice Mayor Scott also reported that incentives for new and existing businesses will be discussed at the October 7, 2019 EDA meeting.

Other Reports

Councilman Bernacki reported that the new Heavy Rescue 40 truck is scheduled to be delivered to the Windsor Volunteer Fire Department on September 11, 2019. He said there will be a dedication ceremony scheduled for the community. He said the fire department will also be holding their barbeque fundraiser on November 2, 2019. He thanked the community for their support in helping to make it possible to purchase the Heavy Rescue 40 truck through their much appreciated donations.

Councilman Greg Willis said it has been brought to his attention that there may be property available on Buckhorn Drive that may be used for the proposed maintenance building.

Mr. Stallings said it has been mentioned that the concrete business located on Buckhorn Drive may become available. He said he would report back to Council with any information he may receive regarding this property.

Councilman Greg Willis reported that solar panels are being installed on the schools within the County. He asked if this would be a viable idea for the Windsor Town Center.

Mr. Stallings said he has reached out to the schools regarding the installation of solar panels at the Windsor Town Center. He said the Isle of Wight County School Board is still working on the contract and will have more information once the contract is finalized.

Old or Unfinished Business

Councilman Stubbs asked for an update on the proposed O'Reilly Auto Parts project.

Mr. Stallings reported that he met with the site developer, and they are in the process of submitting the site plan proposal.

Councilman Bernacki asked for an update on the abandoned church located at 102 Maple Lane.

Mr. Stallings explained that Isle of Wight County has placed this property in collections due to non-payment of storm water fees. He said tax exempt parcels are still responsible for paying storm water fees. He said this property will eventually be put up for auction if the storm water fees are not paid.

Mr. Taylor said this process could take as long as 12 to 18 months to resolve.

New Business

None

Closed Session

None

Councilman Stubbs made a motion to adjourn. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 8:10 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date September 10, 2019

Motion #	Bernacki	Blankenship	Carr	Stubbs	Scott	Greg Willis	Glyn Willis
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk